

# **Meeting Minutes for the Warren Housing Authority Board of Commissioners**

**Warren Senior Center, Andreozzi Hall, 20 Libby Lane, Warren, Rhode Island**

**July 25, 2016 6:30 p.m.**

## **Meeting Called to Order:**

**The July 25, 2016 meeting of the Warren Housing Authority Board of Commissioners was called to order at 6:30pm at the Warren Housing Authority, 20 Libby Lane, Warren, RI 02885. The meeting was called to order by Chairman Alfano.**

### **1. Roll Call**

**Roll call vote was taken:**

**Present: Chairman Alfano, Vice Chairman Rego, Commissioner Cotta, and Commissioner Mansi.**

**Absent: Commissioner Ryan.**

### **2. Approval of Minutes from previous Meeting**

#### **a. June 13, 2016 Board of Commissioners Meeting Minutes**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve June 13, 2016 Minutes. Vote 4-1**

## **Commissioner Ryan Present**

### **b. June 13, 2016 Board of Commissioners Meeting Minutes – Executive Session**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve and seal June 13, 2016 Executive Session Minutes. Vote 5-0**

### **c. June 20, 2016 Board of Commissioners Meeting Minutes**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve June 20, 2016 Minutes. Vote 5-0**

### **d. June 20, 2016 Board of Commissioners Meeting Minutes – Executive Session**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve and seal June 20, 2016 Executive Session Minutes. Vote 5-0**

## **3. Old Business**

**No Old Business**

## **4. New Business**

**a. Discussion & Action as to issues related to the Salon at Andreozzi Hall (At Request of Commission Chairman Alfano)**

**Subject: Andreozzi Hall Use; Salon Contract**

**Executive Director Gordon states upon review and research of the items discussed by and between HUD Boston, this Office and Legal Counsel over the course of time (January 6, 2016 – July 20, 2016) I am able to report the following to the best of my ability.**

**Executive Director Gordon states Counsel Anguilla and himself has been working with HUD Boston through January 6th through June 20th. He states HUD Boston did a site survey during the week of June 20th and they have not specifically reported as to the site visit as of this reporting.**

**Executive Director Gordon reads the Current Facts:**

- 1. No Evidence is present within the files of the Warren Housing Authority indicative of a Board Resolution in support of this use (salon) of the property from prior boards or that which is current.**
- 2. No indications, notations or other documents have been located which evidence that the current or former agreements were awarded through an “open and fair procurement process in accordance with state and federal procurement regulation.”**
- 3. A copy of the Salon’s Business and Department of Health licenses were located and are on file as well as current insurance policies.**
- 4. Legal Counsel for the Warren Housing Authority was appraised by the Town of Warren, RI Building/Zoning Official that the property located at 20 Libby Lane does not permit a “hair salon”. In order for that to be permitted, a “use variance” would have to be sought from the Town’s Zoning Board of Review.**
- 5. On January 14, 2016 the salon operator submitted data pertaining**

to residents vs. non-residents served {55-residents / 50-non-residents}.

6. The Current One-Year contract with the Salon was signed on August 7, 2015 with a conditional one-year renewal upon petition.

Executive Director Gordon also states the current known HUD Pre-Approval requirements.

In order for US HUD to approve such a use of HA property for this type of business, the Warren Housing Authority must first submit a written request which includes and documents:

1. A BOC resolution supporting the use of the property, describing the physical space to be used and services to be provided to the Warren Housing Authority residents. To include the intent of providing the space to business, all services provided by the Authority to the business (phone, heat, electricity, cleaning ...) and evidence that the benefit to the residents supports the cost to the HA.

2. Documentation that the contract was awarded through an open and fair procurement process in accordance with all State and Federal procurement regulations.

3. Complete data as to the number of Warren Housing Authority residents and non-residents which will be served by the business.

4. Documentation that the business meets all local zoning requirements.

5. Documentation that the business meets all licensing and code

**requirements.**

**Motion by Commissioner Cotta, seconded by Chairman Alfano to move September 19th Warren Housing Authority Board of Commissioners meeting to September 26th. Motion is unanimous.**

**Motion by Chairman Alfano, seconded by Vice Chairman Rego to temporarily extend the present contract beyond the employee's date August 7th so they can get a resolution for the board to approve or not at the September 26th meeting and to properly advertise for the salon, produce the data that is required, and have legal counsel apply to zoning to the Town of Warren for a use variance. Motion is unanimous.**

**b. Discussion & action regarding Andreozzi Hall Use Policy, Application, & fee's as related to the Tenant's Association (At Request of Commissioner Cotta)**

**Commissioner Cotta states she does not think it is fair to pay a maintenance fee for the Andreozzi Hall when it is for the tenant's.**

**Executive Director Gordon states HUD is focused on public housing funds. The funding that has been coming in is for public housing and the main thrust for this facility. The main focus of the use of this facility would relate primary to the residents here.**

**Executive Director Gordon feels that the way the commission has**

been working on the policy it has become more flexible and the cost of the maintenance and security deposit has dropped.

Chairman Alfano states they have a written policy which they have been working on and they will review it at the end of six months.

**c. Discussion & action regarding Warren Housing Authority Van Use  
(At Request of Commissioner Mansi)**

Commissioner Mansi states they have a vehicle and would like the employees to use the van instead of their own vehicle.

Chairman Alfano states they have to follow the policy and if they want to change that it's their job to do so and they would have to make adjustments to the policy or stay with the previous one. No further action taken.

**5. Bills and Communication**

**a. Accept and approve expenditures from June 17th - July 18, 2016**

After much discussion regarding the electricity bill.

Chairman Alfano states he would like to look at how to cut the cost of electricity for the whole complex.

Commissioner Mansi would like using the meters and monitoring each individual unit.

Chairman Alfano does not feel that monitoring each individual unit is going to be cost effective.

Motion by Commissioner Cotta, seconded by Vice Chairman Rego to approve Bills. Motion is unanimous.

## **6. Secretary Report**

### **a. Accept and approve Secretary's report**

#### **SECRETARY'S REPORT**

**July 25, 2016**

- **Review and adaptation of Policy as to Tenant Use of Pavilion pursuant to June 20, 2016 WHA BOC direction.**
- **Review of trees and other plantings with Maintenance Department pursuant to June 20, 2016 WHA BOC meeting.**
- **Review of 2010 Travel policy pursuant to June 20, 2016 WHA BOC meeting.**
- **Meeting with WHA Legal Counsel and HAI Legal Counsel as to pending litigation.**
- **Meetings, Reviews, Responses and interaction with HUD Site Review Team and WHA Office personnel (3-Days).**
- **Preparation and transmission of written status report regarding findings of audited financial statements of the Warren Housing Authority to the Director of HUD, Office of Public Housing.**
- **Meetings with WHA Staff as to apartment vacancy / turn-over progress/operations.**
- **Personnel Review / Meetings.**
- **Follow-Up with HUD Boston relative to pending documentation.**
- **Review and compilation of facts/requirements as to the Salon Agreement with the WHA.**

- **Reference to Audit Finding # 2015-016 Verification that NELROD Rent Reasonableness Software Product is completed and will be in training phase last week of July. (HCV)**
- **Reference to Audit Finding # 2015-016 Meeting to discuss necessity to propose new Rent Calculation Resolution for the HCV program based on new data from the analysis from NELROD and HUD's fair market values, and in a form accepted by HUD (projected within the next 30 days).**
- **Additional meeting with legal counsel as to pending legal issues of the Authority.**

**Motion by Vice Chairman Rego, seconded by Commissioner Ryan to approve the Secretary's report. Motion is unanimous.**

## **7. Maintenance Report**

### **a. Accept and approve Maintenance Report**

**Good Evening Commissioners, Executive Director Gordon and Residents,**

**I would like to present a brief summary of maintenance operations from**

**June 17, 2016 thru July 21, 2016**

- **During this period, we have three apartments' turnovers / restorations in process – A-02, D-60, & D-61. Of these three, apartment D-60 has been completed A02 and D-61 are still in process.**



- **AP Fire Alarm Systems performed their quarterly inspection on July 14, 2016.**

- **Reliable Pest Control performed a Monthly Preventative Maintenance Treatment for all common areas on each of the buildings on Wednesday, June 22, 2016.**

- **We performed 24 Offsite Section 8 inspections (19 Annual Certs. And 5 New move-ins).**

- **In addition to our routine duties, we also responded to 76 Job Orders, of which 70 were completed.**

- **Inventory used –**

**Hot Water Tank –3, 1-30 Gal (w/o 3028), 1-30 Gal – (w/o 3045), 1-30 Gal – (w/o 3080).**

**Refrigerators – 0**

**20” Stove – 0**

**24” Stove – 0**

**Submitted by: \_\_\_\_\_**

**Jeffery Dallaire, Maintenance**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Maintenance Report. Motion is unanimous.**

## **8. Public Comments**

**Mr. Pevin states the recycling containers are filling up very fast.**

**Executive Director Gordon states he has checked it out and maintenance is watching the containers and they have placed a call into the town to get more recycling bins.**

**Staff to take a look at how the trash and recycling bins are being used.**

**Mr. Pevin would like notices sent out to everyone in C & D Buildings.**

## **9. Commissioners Comments**

**Commissioner Ryan states if you have any electronics you have to take them to Barrington DPW. Warren will not take them anymore.**

## **10. Executive Session:**

**a. Request a motion for Executive Session (closed session)**

**Litigation: Costa v. Warren Housing Authority, et al.; in executive session pursuant to litigation exception: R.I.G.L. sec. 42-46-5(a) (2).**

**b. Discussion 470 Metacom Avenue Property (closed session): RIGL Sec.42-46-5(a)(5).**

**c. Request a motion for Executive Session (closed session) Pursuant to R.I.G.L. sec. 42-46-5 (a) (1) Personnel (subject has been notified).**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to go into executive session. Motion is unanimous**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to**

**resume in session, Motion is unanimous.**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to direct legal counsel with discussion regarding items on agenda. Motion is unanimous.**

## **11. Adjournment**

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to adjourn. Motion is unanimous. 8:36PM**

**Warren Housing Authority Board  
of Commissioners Secretary,  
Sandrea J. Speroni**